

Effective 7/1/2015

Part 6
Administrative Services Division

63H-7a-601 Administrative Services Division -- Duties.

- (1) This part is known as the "Administrative Services Division."
- (2) There is created within the authority the Administrative Services Division.
- (3) The Administrative Services Division shall provide financial and human resources assistance to the authority under the direction of the board and the executive director. At the board's request and with the board's approval, the Administrative Services Division shall establish or contract for legal services for the authority.

Enacted by Chapter 411, 2015 General Session

63H-7a-602 Use of money in restricted account -- Criteria -- Administrative Services Division responsibilities.

- (1)
 - (a) Subject to an annual legislative appropriation from the Unified Statewide 911 Emergency Service restricted account, created in Section 63H-7a-304, and the Computer Aided Dispatch Restricted Account, created in Section 63H-7a-303, to the Administrative Services Division, the Administrative Services Division shall disburse the money in the fund as authorized in this chapter.
 - (b) The 911 Division shall administer the program funded by the restricted accounts created in Sections 63H-7a-303 and 63H-7a-304, and forward to the Administrative Services Division the 911 Division's documentation for disbursement as approved by the board from the restricted accounts in accordance with this section and Part 3, 911 Division.
 - (c) The Administrative Services Division shall disburse funds on behalf of the 911 Division for board authorized expenditures related to the 911 Division's duties under Part 3, 911 Division.
- (2)
 - (a) Subject to an annual legislative appropriation from the Utah Statewide Radio System Restricted Account, created in Section 63H-7a-403, to the Administrative Services Division, the Administrative Services Division shall disburse the money in the fund as authorized by this chapter.
 - (b) The Radio Network Division shall administer the program funded by the restricted account created in Section 63H-7a-403 and forward to the Administrative Services Division the Radio Network Division's documentation for disbursement, as approved by the board, from the restricted account in accordance with this section and Part 4, Radio Network Division.
 - (c) The Administrative Services Division shall disburse funds on behalf of the Radio Network Division for board authorized expenditures related to the Radio Network Division's duties under Part 4, Radio Network Division.
- (3) Subject to an annual legislative appropriation from the restricted account in Section 63H-7a-303 to the Administrative Services Division, the Administrative Services Division shall disburse the money in the fund as authorized by this chapter.

Renumbered and Amended by Chapter 411, 2015 General Session

63H-7a-603 Financial officer -- Duties.

- (1) The executive director shall appoint a financial officer for the Administrative Services Division with the approval of the board. The financial officer shall be responsible for accounting for the authority, including:
 - (a) safekeeping and investment of public funds of the authority, including the funds expended from the restricted accounts created in Sections 69-2-5.5, 69-2-5.6, 69-2-5.7, and 69-2-5.8;
 - (b) the proper collection, deposit, disbursement, and management of the public funds of the authority in accordance with Title 51, Chapter 7, State Money Management Act;
 - (c) having authority to sign all bills payable, notes, checks, drafts, warrants, or other negotiable instruments in the absence of the executive director and the executive director's designated employee;
 - (d) providing to the board and the executive director a statement of the condition of the finances of the authority, at least annually and at such other times as shall be requested by the board; and
 - (e) performing all other duties incident to the financial officer.
- (2) The financial officer shall:
 - (a) be bonded in an amount established by the State Money Management Council; and
 - (b) file written reports with the State Money Management Council pursuant to Section 51-7-15.

Amended by Chapter 348, 2016 General Session